

Guidance on the Use of Technology in Performance Examinations



Purpose: *to provide clarity and guidance to teachers and visiting examiners on the use of technology in Music performance examinations at GCSE and GCE level.*

This guidance is further to the general instructions issued by the JCQ in their booklet, Instructions for Conducting Examinations.

At the beginning of a centre visit:

- the examiner should establish if and how the technology set out in this guidance is to be used in the performance examinations; and
- the subject teacher should ensure this information has been added to the appropriate section of the Candidate Assessment Form by their candidates.

General instructions:

- It is the responsibility of the centre to ensure candidates have the necessary resources to fulfil their potential in performance examinations.
- For Music performance examinations, a subject teacher or specialist technician should be present in the examination room at the start of each examination (and as necessary after that) to deal only with any technical difficulties that may arise. This may include a brief sound check.
- If a backing track is to be used for the purposes of accompaniment in the performance examination, this should be operated by the subject teacher or specialist technician, in the same way that they may accompany a solo performance on piano.

Instructions for the use of Laptops, Desktops, Tablets and MP3 Players

Laptops, desktops, tablet computers and MP3 players may be used in performance examinations for the purposes of playing backing tracks and score reading. These should be fully charged at the outset of the examination session, ensuring there is sufficient power for the duration of all performance examinations.

Laptops, desktops, tablets and MP3 players must be **'free-standing'**:

- They must not be connected to the internet; backing tracks must not be streamed, rather these should be downloaded and stored on the device in advance of the examination;
- They must not be used for recording the examination – only the examiner is permitted to record the examination;
- They must not be connected to any external device other than a PA system or external speaker:
 - The device may not be connected to an instrument which is to be used in the examination.

If a candidate within a centre wishes to use a laptop, desktop or tablet computer for any reason other than those listed, pre-approval should be sought from the CCEA Education Manager for Music.

Instructions for the Use of Other Technology

Mobile Phones

Mobile phones are not permitted in the examination room and the use of mobile phones is not permitted in any aspect of the performance examination. If a candidate wishes to use a backing track

which is stored on their mobile phone, this must be transferred to a secure, 'free-standing' laptop, desktop, tablet or MP3 player. If an examiner suspects the use of a mobile phone in a performance examination they must raise the issue with the Principal Examiner and Education Manager immediately upon completion of the centre visit and record details on the Candidate Assessment Form. This will be considered to be malpractice and the normal penalties will apply.

USB Memory Stick and External Hard Drives

Unauthorised storage devices must not be used by a candidate. Where required, the centre must provide a memory stick or external hard drive to the candidate which is cleared of any previous data. If a candidate's backing track has been stored on any storage device this should be pre-loaded onto the 'free-standing' laptop, desktop, tablet or MP3 player.

Smartwatches

Smartwatches and wrist watches which have a data storage device are not permitted in performance examinations.

If candidates have access to unauthorised items in the examination room or the guidelines set out above are not followed, this may be considered as malpractice. Candidates could be subject to sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures .